

# COMMERCIAL TEMPLATE

CLIENT NAME: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

INSTRUCTIONS : AGENTS ARE TO ENSURE ALL FORMS ARE THE LATEST C.A.R. REVISIONS. All non C.A.R Forms can be found on the Intranet Keller Williams Website or on Agent Services desk.

<b>REQUIRED DOCUMENTS FOR ALL LEASE AND SALE TRANSACTIONS</b>	
<b>00</b>	AGENCY DISCLOSURE
<b>1</b>	LISTING AGREEMENT
<b>2</b>	(RLA-CAA) LISTING AGREEMENT CORONAVIRUS ADDENDUM OR AMENDMENT ( <b>HIGHLY RECOMMENDED</b> )
<b>3</b>	COMMISSION AGREEMENT
<b>4</b>	CO-BROKER AGREEMENT
<b>5</b>	ADA/HAZMAT/TAX DISCLOSURE
<b>6</b>	NATURAL HAZARD DISCLOSURE
<b>7</b>	OTHER REPORTS
<b>8</b>	OTHER DOCUMENTS REQUIRED BY LOCAL/STATE REGULATORY AGENCY
<b>9</b>	GREENSHEET
<b>LEASE TRANSACTIONS</b>	
<b>10</b>	LEASE APPLICATION / LETTER OF INTENT (LOI)
<b>11</b>	FULLY EXECUTED LEASE AGREEMENT
<b>12</b>	LISTING / MARKETING FLYER PRINT OUT IN LOOPNET OR COSTAR
<b>13</b>	ALL OTHER OFFERS, COUNTER OFFERS, CORRESPONDANCE, AND OTHER PERTINENT INFORMATION
<b>SALE TRANSACTIONS</b>	
<b>14</b>	(PEAD) CORONAVIRUS PROPERTY ENTRY ADVISORY AND DECLARATION ( <b>HIGHLY RECOMMENDED</b> )
<b>15</b>	ALL OFFERS, COUNTER OFFERS, LETTER OF INTENT (LOI)
<b>16</b>	(CVA) CORONAVIRUS ADDENDUM OR AMENDMENT ( <b>HIGHLY RECOMMENDED</b> )
<b>17</b>	LISTING / OFFERING MEMORANDUM / MARKETING FLYER PRINT OUT IN LOOPNET OR COSTAR
<b>18</b>	COPY OF BUYER'S FINANCIALS - LENDER STATEMENT OR VOF
<b>19</b>	FULLY EXECUTED PURCHASE CONTRACT
<b>20</b>	COPY OF ESCROW INSTRUCTIONS
<b>21</b>	COPY OF ESCROW COMMISSION AUTHORIZATION
<b>22</b>	COPY OF BUYER/SELLER SIGNED ESTIMATED CLOSING STATEMENT
<b>23</b>	COPY OF PRELIMINARY TITLE REPORTS
<b>24</b>	EXECUTED FIRPTA OR EVIDENCE OF COMPLIANCE (SELLER)
<b>25</b>	COMMERCIAL PROPERTY OWNER'S GUIDE TO EARTHQUAKE SAFETY
<b>26</b>	FULLY EXECUTED DISCLOSURE OF INFORMATION ON LEAD BASED PAINT AND/OR LEASE BASED HAZARDS (MULTI-FAMILY PROPERTIES BUILT BEFORE 1978)
<b>27</b>	1031 EXCHANGE - INTERMEDIARY PACKAGE
<b>28</b>	(NUCC) NOTICE OF UNFORSEEN CORONAVIRUS CIRCUMSTANCES
<b>29</b>	CLIENT CORRESPONDANCE
<b>30</b>	(CLCA) COMMERCIAL LEASE CONSTRUCTION ACCESSIBILITY ADDENDUM

Revised 4/7/20